

APPLICATION VIA MOBILITY ONLINE

Step-By-Step instruction for incoming exchange students

1. Registration for Mobility Online

Exchange Students from Partner Universities:

You will receive an e-mail from us once your home university has nominated you for an exchange at HSD. This e-mail contains your registration link for Mobility Online.

Free Mover applicants:

After filling in the online application form, you will receive an e-mail with further instructions on the application procedure and your registration link for Mobility Online.

IMPORTANT: Please check your spam/junk mail folder as our email might end up there.

After clicking on the registration link, you have to fill in your **date of birth** (dd.mm.yyyy). The registration number is already filled in by the system; please do not change it. You have to fill in a login name and password, which you can freely choose.

Please make sure to write down your log in data (username and password) because you will need it for the further application steps.

After your successful registration on Mobility Online, you will receive an automatic confirmation e-mail.

The screenshot shows the 'MOBILITY-ONLINE' registration interface. It is titled 'Online registration for Mobility-Online (Erasmus (SHS))'.
Step 1 of 2 - Input Registration number: The user is prompted to enter their registration code and date of birth. The registration number '1005690004' is pre-filled. The date of birth '01.01.1999' is entered. A 'Next step' button is visible.
Step 2 of 2 - Input User Name and Password: The user is prompted to enter a login name and password. The login field is empty, and the password and repeat password fields are also empty. A 'Continue' button is highlighted with a red circle.
Registration successful: A confirmation message states that the registration was successful and that the user will receive an email with further instructions. A green checkmark icon and the text 'Action successful!' are displayed. At the bottom, there are buttons for 'Close window' and 'Login to Mobility-Online'.

Please make sure to complete the following steps within the stated application deadline, otherwise your application for an exchange at HSD is incomplete and will not be accepted.

2. Application Workflow: Before the Mobility

After your login on Mobility Online, you can see your **application workflow**. The application workflow is a chronological list of steps taken by you and the International Office before, during and after your exchange.

To apply for an exchange at HSD, you must complete the part “Before the mobility”.

On the left side of your application workflow, you can see the steps that you have to complete for your application (**necessary steps**). On the right side, you can find the **respective link for each step**. The steps must be completed **one after the other**. Once you have completed one of the necessary steps, the square at the column **Done** is marked green and the link for the next step is available:

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online-Registration	<input checked="" type="checkbox"/>	21.03.2022		
Personal data completed	<input type="checkbox"/>			Complete personal data
Application data completed	<input type="checkbox"/>			
Student-ID uploaded	<input type="checkbox"/>			
Portfolio uploaded	<input type="checkbox"/>			
Transcript of Records uploaded	<input type="checkbox"/>			
Bachelor Certificate uploaded	<input type="checkbox"/>			
OPTIONAL for Bachelor students - Only necessary for Master students!				
Signed Data Privacy Statement uploaded	<input type="checkbox"/>			
Learning Agreement Uploaded	<input type="checkbox"/>			
Language certificates uploaded (English and/or German certificates)	<input type="checkbox"/>			
The following steps are completed by the International Office. You will receive an e-mail once your application has been checked (please make sure to check your junk mail folder in case our email ends up there).				
Dokumente marked as complete	<input type="checkbox"/>			
LA Before the Mobility marked as complete	<input type="checkbox"/>			
Signed LA Before the Mobility ready for download	<input type="checkbox"/>			

3. Complete your Personal Data

First, you must complete your personal data by clicking on the respective link in the application workflow (**complete personal data**). Click on **edit data** and fill in your personal details:

To submit the information, you must click on **update personal details**.

4. Complete your Application Data

Now you can continue with the next step by clicking on **complete application data**. Here you need to fill in the application document by clicking on **edit data**.

IMPORTANT: At this part, you can state if you would like to apply for accommodation in the student halls of residence. If you want to apply for a room in the dormitory, please tick “yes”:

Accommodation

I am applying for a room in a student dormitory Yes No *

Limited housing possibilities in student dormitories, no guarantee of a room!

Please note that **you must upload all the required documents within the deadline** (please read “5. Upload Application Documents”), otherwise your application is incomplete.

We would like to point out that there is a **limited number of places** in the student halls of residence and **we cannot guarantee accommodation**.

After filling in all the required information, please click on **Update** to save your application data.

5. Upload Application Documents

To complete your application you need to upload all the required documents one after the other by clicking on the respective link (**Upload Student ID card**, **Upload Learning Agreement**, etc.).

Select the file that you would like to upload and click on **create**:

Hint: The Bachelor Certificate only needs to be uploaded in case you are enrolled as a Master student.

Please make sure that you have uploaded all the required documents within the stated deadline!

Your application workflow should look like this before the application deadline ends:

Necessary steps	Done	Done on	Done by	Direct access via following link	11 / 21
Before the mobility					
Online-Registration	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Complete personal data	11 / 14
Personal data completed	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Complete application data	
Application data completed	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Upload Student-ID	
Student-ID uploaded	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Upload Portfolio	
Portfolio uploaded	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Upload Transcript of Records	
Transcript of Records uploaded	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Upload Bachelor Certificate	
Bachelor Certificate uploaded	<input type="checkbox"/>			Upload Signed Data Privacy Statement	
Signed Data Privacy Statement uploaded	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Answer question about Learning Agreement	
Question about Learning Agreement answered	<input checked="" type="checkbox"/>			Upload Learning Agreement	
Learning Agreement Uploaded	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA	Upload Language certificates (English and/or German certificates)	
Language certificates uploaded (English and/or German certificates)	<input checked="" type="checkbox"/>	04.04.2022	Sophie TestDLA		

The following steps are completed by the International Office. You will receive an e-mail once your application has been checked (please make sure to check your junk mail folder in case our email ends up there).

After you have uploaded all the required documents, the International Office will check them. Please allow us some time for this step.

We will inform you via email in case your documents are incomplete (please read “6. In case your documents are incomplete/incorrect”).

Please check your spam/junk mail folder as our email might end up there.

*** This page is **only relevant for ERASMUS students**. If you are not an ERASMUS student, please turn to page 5***

ERASMUS: Online Learning Agreement or paper-based Learning Agreement

During the application process, you must indicate in which way you will submit your Learning Agreement:

As an **online/digital Learning Agreement** (in case your home university is connected to the online/digital learning agreement platform) **or** as a **paper-based Learning Agreement** (in case your home university is NOT connected to the online/digital learning agreement platform and therefore you have to submit your LA as PDF or Word file).

Please contact your own International Office and find out in which way you must submit the Learning Agreement (online or paper-based).

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility 7 / 12				
Online-Registration	<input checked="" type="checkbox"/>	05.09.2022		
Personal data completed	<input checked="" type="checkbox"/>	05.09.2022	Sophie Test05092022	Complete personal data
Application data completed	<input checked="" type="checkbox"/>	05.09.2022	Sophie Test05092022	Complete application data
Student-ID uploaded	<input checked="" type="checkbox"/>	05.09.2022	Sophie Test05092022	Upload Student-ID
Portfolio uploaded	<input checked="" type="checkbox"/>	05.09.2022	Sophie Test05092022	Upload Portfolio
Transcript of Records uploaded	<input checked="" type="checkbox"/>	05.09.2022	Sophie Test05092022	Upload Transcript of Records
Bachelor Certificate uploaded	<input type="checkbox"/>			Upload Bachelor Certificate ?
Signed Data Privacy Statement uploaded	<input checked="" type="checkbox"/>	05.09.2022	Sophie Test05092022	Upload Signed Data Privacy Statement
Question about Learning Agreement answered	<input type="checkbox"/>			Answer question about Learning Agreement
Language certificates uploaded (English and/or German certificates)	<input type="checkbox"/>			

In case you must submit an **online/digital Learning Agreement**, please fill in the online LA according to the guideline of your home university, select **Digital Learning Agreement (also called Online Learning Agreement/OLA)** and click on **Update**:

Please indicate in which way you will submit your Learning Agreement (digital or paper based):

Digital Learning Agreement (also called Online Learning Agreement/OLA): I confirm that I uploaded the digital Learning Agreement online through the platform of my home university. I am aware that my digital Learning Agreement must have been signed by my home university before the application deadline - otherwise my application is incomplete.

Paper based Learning Agreement (PDF or Word file): My home university is not connected to the digital learning agreement platform yet and therefore I will upload my learning agreement as a PDF or Word file through Mobility Online.

[Back](#) [Update](#)

In case you must submit a **paper-based Learning Agreement**, please select **Paper based Learning Agreement (PDF or Word file)**, click on **Update** and upload your LA as a PDF or Word file in the next step:

Please indicate in which way you will submit your Learning Agreement (digital or paper based):

Digital Learning Agreement (also called Online Learning Agreement/OLA): I confirm that I uploaded the digital Learning Agreement online through the platform of my home university. I am aware that my digital Learning Agreement must have been signed by my home university before the application deadline - otherwise my application is incomplete.

Paper based Learning Agreement (PDF or Word file): My home university is not connected to the digital learning agreement platform yet and therefore I will upload my learning agreement as a PDF or Word file through Mobility Online.

[Back](#) [Update](#)

Your Learning Agreement (digital or paper-based) must be signed by you and your home university within the deadline, otherwise your application is incomplete.

We will sign your Learning Agreement after your application has been accepted.

6. In case your documents are incomplete/incorrect

You will receive an e-mail in case your documents are incomplete or incorrect. Please log in on Mobility Online and change the document by clicking on the respective link (e.g. Upload Learning Agreement):

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online-Registration	<input checked="" type="checkbox"/>	17.03.2022		
Personal data completed	<input checked="" type="checkbox"/>	22.02.2022	Sophie Hamann	Complete personal data
Application data completed	<input checked="" type="checkbox"/>	17.03.2022	IO Test	Complete application data
Student-ID uploaded	<input checked="" type="checkbox"/>	17.03.2022	IO Test	Upload Student-ID
Portfolio uploaded	<input checked="" type="checkbox"/>	17.03.2022	IO Test	Upload Portfolio
Transcript of Records uploaded	<input checked="" type="checkbox"/>	17.03.2022	IO Test	Upload Transcript of Records
Bachelor Certificate uploaded	<input type="checkbox"/>			Upload Bachelor Certificate
OPTIONAL for Bachelor students - Only necessary for Master students!				
Signed Data Privacy Statement uploaded	<input checked="" type="checkbox"/>	17.03.2022	IO Test	Upload Signed Data Privacy Statement
Learning Agreement Uploaded	<input checked="" type="checkbox"/>	17.03.2022	IO Test	Upload Learning Agreement
Language certificates uploaded (English and/or German certificates)	<input checked="" type="checkbox"/>	17.03.2022	IO Test	Upload Language certificates (English and/or German certificates)
Dokuments marked as complete	<input checked="" type="checkbox"/>	17.03.2022	IO Test	
Mail about incompleteness of LA received	<input checked="" type="checkbox"/>	18.03.2022	IO Test Departmental Coordinator	
LA before the mobility corrected	<input type="checkbox"/>			Confirm correction of Learning Agreement

Update

Upload name:

Owner:

File:

Created by IO Test on 17.03.2022

After updating the document, please click on **confirm correction of documents/Learning Agreement** in your application workflow:

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online-Registration	<input checked="" type="checkbox"/>	21.03.2022		
Personal data completed	<input checked="" type="checkbox"/>	11.01.2022	Sophie Hamann	Complete personal data
Application data completed	<input checked="" type="checkbox"/>	21.03.2022	Test Test	Complete application data
Student-ID uploaded	<input checked="" type="checkbox"/>	21.03.2022	Test Test	Upload Student-ID
Portfolio uploaded	<input checked="" type="checkbox"/>	21.03.2022	Test Test	Upload Portfolio
Transcript of Records uploaded	<input checked="" type="checkbox"/>	21.03.2022	Test Test	Upload Transcript of Records
Bachelor Certificate uploaded	<input type="checkbox"/>			Upload Bachelor Certificate
OPTIONAL for Bachelor students - Only necessary for Master students!				
Signed Data Privacy Statement uploaded	<input checked="" type="checkbox"/>	21.03.2022	Test Test	Upload Signed Data Privacy Statement
Learning Agreement Uploaded	<input checked="" type="checkbox"/>	21.03.2022	Test Test	Upload Learning Agreement
Language certificates uploaded (English and/or German certificates)	<input checked="" type="checkbox"/>	21.03.2022	Test Test	Upload Language certificates (English and/or German certificates)
E-mail about incompleteness received	<input checked="" type="checkbox"/>	21.03.2022	Sophie Hamann	
Documents corrected	<input type="checkbox"/>			Confirm correction of documents
The following steps are completed by the International Office. You will receive an e-mail once your application has been checked (please make sure to check your junk mail folder in case our email ends up there).				
Dokuments marked as complete	<input type="checkbox"/>			
LA Before the Mobility marked as complete	<input type="checkbox"/>			
Signed LA Before the Mobility ready for download	<input type="checkbox"/>			

Now you must click on **edit data**, tick the box "I confirm that I have completed my application documents" and then click on **update**:

Applications incoming

Internal comments

I confirm that I have completed my application documents.

7. Documents marked as complete/incomplete

You will receive an e-mail once your documents have been checked and approved. Please allow us some time to check your documents.

IMPORTANT: Always keep in mind to check your spam/junk mail folder regularly as our emails might end up there.

In case of any questions, please do not hesitate to contact us at incoming@hs-duesseldorf.de.

In case of technical problems with Mobility Online, please attach a screenshot to your e-mail.